



## YEARLY STATUS REPORT - 2023-2024

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	Pt. Mohan Lal S.D. College for Women, Gurdaspur
• Name of the Head of the institution	Dr. (Mrs.) NEERU SHARMA
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	7986464713
• Mobile no	9463284185
• Registered e-mail	ptmlsd@gmail.com
• Alternate e-mail	principalptmlsdgsp@gmail.com
• Address	Kahnuwan Road, Gurdaspur
• City/Town	Gurdsapur
• State/UT	Punjab
• Pin Code	143521
<b>2.Institutional status</b>	
• Affiliated /Constituent	Affiliated
• Type of Institution	Women
• Location	Semi-Urban

• Financial Status	<b>Self-financing</b>																								
• Name of the Affiliating University	<b>Guru Nanak Dev University, Amritsar</b>																								
• Name of the IQAC Coordinator	<b>Dr. (Mrs.) Rama Gandotra</b>																								
• Phone No.	<b>01874502681</b>																								
• Alternate phone No.	<b>7888633673</b>																								
• Mobile	<b>9888283580</b>																								
• IQAC e-mail address	<b>iqac.sd@gmail.com</b>																								
• Alternate Email address	<b>arorarama68@gmail.com</b>																								
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://www.ptmlsdc.ac.in/public/web_images/210/aqar_report_(2022-23).pdf">https://www.ptmlsdc.ac.in/public/web_images/210/aqar_report_(2022-23).pdf</a>																								
<b>4.Whether Academic Calendar prepared during the year?</b>	<b>Yes</b>																								
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.ptmlsdc.ac.in/public/web_images/188/academic_calendar_(2023-24).pdf">https://www.ptmlsdc.ac.in/public/web_images/188/academic_calendar_(2023-24).pdf</a>																								
<b>5.Accreditation Details</b>																									
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<b>6.Date of Establishment of IQAC</b>	<b>14/07/2008</b>																								
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>																									

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Red Ribbon Club	Annual Grant	Red Ribbon Society, Gurdaspur	03-10-2023	14000
Heritage Society	Cultural Event	District Heritage Society	30-10-2023	10000

<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>	<b>Yes</b>		
<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>	<b>4</b>		
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>		
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded		
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>		
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>			

**11. Significant contributions made by IQAC during the current year (maximum five bullets)**

1. The IQAC is established to oversee and enhance quality, promote continuous improvement, and drive academic excellence. It finalizes the action plan for the AQAR, ensures its implementation, monitors its progress, and develops the action plan for the subsequent year.

2. The IQAC reviews Annual Academic plans, departmental activity, planners, bridge classes, remedial classes & implementation of ICT-based pedagogical methods.

3. The institution organizes skill enhancement programs aimed at developing students' competencies in areas such as personality development, skill-building, entrepreneurship, and language proficiency in alignment with the

objectives of the National Education Policy (NEP) 2020. 4. The college through IQAC has been making continuous efforts to train its students, teaching and non-teaching staff for the overall development of the college. In this spirit, various PDP Programmes and Short term/certificate courses were organized with an aim to augment the skills and personality of the students. The college organized various workshops, seminars and FDPs for teaching staff and also conducted a program for support staff. The IQAC of the college organized G20-Exhibition on 2nd Sept 2023 to special walkway showcasing the economy, politics, scientific and technological achievements, environment preservation, culture and heritage of all the G20 nations. 5. IQAC has made many efforts to get feedback from parents, alumni and students gathered through Google forms and took all steps to implement the suggestions as provided by the feedback.

**12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
Formulate Academic calendar	149 activities were organized as per the Academic calendar released in the beginning of the session.
Qualitative curriculum delivery	To ensure high-quality curriculum delivery, a calm and conducive environment for intellectual engagement was established. Orientation programs, motivational talks and bridge classes were organized for newly admitted undergraduate students. For continuous quality improvement, students were categorized into Slow Learners and Advanced Learners. Extra classes were scheduled to help them achieve excellent results and university honors.
Skill Development Programmes	The college successfully conducted 9 Career oriented Add on courses and 7 skill development courses this year. The focus is on providing hands on experiences and practical knowledge. The college organized Skill oriented cum PDP for newly entrants.
To encourage holistic development	To enhance students' participation in district, state and national level, the college has organized extra curricular activities aimed at bringing out the unique capabilities of students. Guest Lectures, seminars and workshops were conducted for the overall development of students.
To enhance experiential learning and employability skills.	The college organized an Interactive programme week to impart technical skills among

	<p>students. As part of the "Earn while learn" scheme, the college has established a Student Handicraft Shop (SHS) in campus. This initiative includes organizing exhibitions cum sales by different departments to showcase students' creative talent. Various field and Industrial visits were arranged to give the practical knowledge to the students.</p>
G-20 Exhibition	<p>The IQAC of the college organized G20-Exhibition on 2nd Sept 2023 to special walkway showcasing the economic, political, scientific and technological achievements, environment preservation, culture and heritage of all the G20 nations. The objective of the exhibition was to create awareness among students about the background history of G-20 summit, its importance and to promote an understanding about the relevance of the focused areas.</p>
Faculty Development Programmes	<p>The IQAC arranged various Faculty Development Programs on Research Methodologies, NAAC and NEP Preparedness.</p>
Recreational activities for staff	<p>Teachers Day, Teej, Karwa Chauth, Diwali Fest and Basant were celebrated enthusiastically and a one day trip was organized for staff.</p>
<b>13. Whether the AQAR was placed before statutory body?</b>	Yes
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	

Name	Date of meeting(s)
Academic Council of College	25/10/2024

#### 14. Whether institutional data submitted to AISHE

Year	Date of Submission
2024	15/02/2024

#### 15. Multidisciplinary / interdisciplinary

Multidisciplinary approach not only broadens the thought process of scholars but also brings clarity about all issues and events. As per the guidelines issued for NEP, along with the curriculum delivery, our college focuses on multidisciplinary education with skills and value enhancement. The college offers various add-on courses. These are Functional English, Information Technology, Cosmetology, Banking and Insurance, Basic Cooking and Catering, Apparel Designing, Bio- Technology etc. A student can opt any of these add on Courses irrespective of their stream. Moreover ability enhancement programmes covering subjects like EVS, Communicative English, Drug Abuse, PHC and Internet banking etc. has also been imparted in the courses. In a rapidly changing world it is important to prepare student to think critically and creative across the different fields of study. The essential components from statistics, entrepreneurship, research methodology are included in the curricula of different subjects. The College has Institution's Innovation Council where interdisciplinary projects and activities are carried out. Techfest and SD Bazar were organised to promote innovation in interdisciplinary areas. Besides these, better coordination among the departments as well as inter institutional collaboration, linkages and MOUs have also been done to deliver interdisciplinary education.

#### 16. Academic bank of credits (ABC):

With the implementation of the NEP 2020 in the GNDU colleges, it is mandatory for all students to register for the Academic Bank of Credits. The concept of Academic Bank of Credits with an emphasis on enabling student mobility across Higher Education institutions is an innovative idea. The college established Academic Bank of Credits as per UGC and Universities guidelines. The College Principal and NEP Committee attended university meetings regarding NEP implementation. The university has centrally monitored the ABCs for the affiliating colleges & there for the college has encouraged the enrolled students to register in the university provided portal &

gain the benefits from the ABCs. ABC ID has been successfully registered by all students of UG & PG level.

### **17.Skill development:**

To improve students' understanding and make the learning process more productive and enjoyable, our college conducts various skill programmes for employability. Several departments impart trainings and hands-on sessions for skill updating of the students in general. Seminars, Short term/certificate courses and workshops are organised for the students to enhance their presentation skills, inter-personal skills, team building, emotional intelligence and decision-making skillset. The college organised short term courses in Soft Skills, Vedic Maths, Basics of Experimental Techniques, Web Designing, Beauty Therapy, Designing & Tailoring, Simulation of Commerce through technology & skill development Program in Fashion Designing & Cosmetology etc. Institution is having English language laboratory which has systems with required accessories. It helps the students to acquire their ability to speak effectively in real life situations. Every year, Intercollege Technofun and Interactive Programme week is hosted in which various events such as programming skills, group discussions, debate, paper presentation, e-card making, power point presentations, quizzes, poster making etc. are organised. It helps students to develop a practical and a realistic approach for understanding their course. The college imparted 5-day training program on employability skills in collaboration with Naandi Foundation and Mahindra Pride classroom under the directions of DBEE, Gurdaspur. The college has made Constant efforts to impart technical skills among students through IIT Bombay, Spoken Tutorials. Cambridge English Proficiency test on upskill APP was conducted to provide the students a real experience to appear in test such as IELTS, TOFEL and PTE to improve their communication skills.

### **18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

We believe in developing well-rounded individuals by integrating skills, values and technology into our courses and programs. The New Education Policy (NEP) 2020 places significant importance on promoting multilingualism in teaching and learning. By incorporating regional language in the classroom, we create an inclusive learning space that celebrates diversity and promotes a sense of belonging among students. The college wholeheartedly supports the three-language formula such as Punjabi, Hindi and English for teaching and learning in the classroom. Furthermore, many courses offer the flexibility for students to choose their preferred language (Hindi,



English, or Punjabi) for examinations, as allowed by the affiliating university. Punjabi is a compulsory subject at the undergraduate level. We celebrate events like International Mother Language Day, Hindi Divas, and Maatri Bhasha Divas with great enthusiasm to promote languages among students. Various NGOs like Bharat Vikas Parishad, Nehru Yuva Kendra, District Heritage Society, Gurdaspur and Language Department collaborate with us for conducting events on issues of national importance. English Honours is offered at our college, allowing students to delve into the intricacies of the English language. We also have a language lab to enhance language learning and communication skills. Functional English is an invaluable addition to the college curriculum as it equips students with practical language skills that are essential in various professional settings. Punjab History and Culture is also included in the college curriculum for non Punjabi background students. It provides students with a deeper understanding and appreciation of our heritage. Incorporating youth festival, commemorative days, years and schemes declared by Punjab Govt. and Indian Govt. is regular exercise in our teaching learning pedagogy which nurtures the Indian Knowledge System among our students. These events provide a platform for students to showcase their talents, celebrate our diverse culture and instill ethical values. Our Institute's Heritage Society and Youth Club arranges various activities and events such as debates, declamations, essay writing and poetical recitations. Events like rangoli making, photography, painting, dance performances, exhibitions on Punjab heritage, cooking competitions, mehndi, and nail art are hosted to contribute to the overall development of students, fostering a deep appreciation for our cultural heritage and traditions. We organise yoga and meditation camps and arrange trips to religious and historic sites. The institute proactively tries to provide an inclusive environment for students from different religions, castes, and backgrounds such as Punjab, Himachal Pradesh and Jammu & Kashmir. Our college students showcased their talents by performing Giddha at the district, state and national levels on different occasions to promote Punjabi culture.

#### **19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

Outcome-based education is an educational process that is based on trying to achieve certain specified outcomes in terms of the best learning environment. Students join the institute from different backgrounds, cultures and experiences. Program Outcomes (POs) are descriptions of the qualities, skills, abilities and understandings. These indicate what students are expected to know and be able to do by the time they graduate from the institution. The learning

outcomes of each course are added into the prescribed syllabi and play a crucial role in determining and planning the teaching, learning, and assessment strategies. While studying in the institution, we broadened their horizon through field visits, educational tours, vocational training and skill development programs. The college updates its website regularly with notifications and important information. Students are provided a framework to engage with ongoing learning of new knowledge. Some of the Programme outcomes in general are as - Support to students: Flexibility in the choice of subject, stream, add-on and value-added programmes. Creativity: an ability to develop creative and effective responses to Intellectual, professional and social challenges. Ethical practice: a commitment to sustainability and high ethical standards in social and professional practices. Knowledge of a discipline: command of a discipline to enable a smooth transition and contribution to professional and community development. Communication and social skills: the ability to communicate and collaborate with individuals and within teams. Cultural competence: an ability to engage with diverse cultural and indigenous perspectives in both local and global level. Greater access and equity: A range of welfare measures for financially and economically backward students through increased scholarships and concessions. Skill Enhancement: To meet the requirements of NEP, along with their course curriculum, students are enrolled in various skill enhancement courses to upgrade their learning levels and gain entrepreneurial skills. Adoption of ICT enabled learning: This emphasized ICT enabled learning strategies in classrooms through presentations, spoken tutorials, webinars to strengthen the knowledge base towards attainment of learning outcomes. The College follows the guidelines/curriculum prescribed by university for all the courses.

#### **20.Distance education/online education:**

The college is affiliated to Guru Nanak Dev University so an independent decision cannot be taken on online mode of teaching. This mode will be adopted only if permission is granted by the University. Technology was put to its maximum usage during the hard times of the pandemic when educational institutes faced a sudden closure and there was no way through which teachers could reach students. Our college took initiative to teach students through Cisco Webex, Edmodo, Zoom and Google Meet to continue education seamlessly. Both teachers and students have gained a first-hand experience of the online classes. A series of webinars were arranged when direct physical interaction is not possible. Use of e-learning resources such as Spoken Tutorials are being promoted.

Several students and teachers updated themselves through e-courses offered by different organizations such as Cyber Shiksha Programme. The College library is enriched with Inflibnet and Delnet e-resources to meet the requirements of online education which provides unparalleled access to innumerable resources at the click of a button. Motivating the faculty for e-content development is needed for qualitative productivity. Thus, the college is fully prepared for the New Education Policy as far as the delivery of Online Education is concerned.

## Extended Profile

### 1.Programme

1.1	17
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1	993
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	213
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	346
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

3.Academic	
3.1	51
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	51
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
4.Institution	
4.1	23
Total number of Classrooms and Seminar halls	
4.2	17232701
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	96
Total number of computers on campus for academic purposes	
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>For this college has evolved an efficacious mechanism. The annual plan of the college is made on the basis of academic calendar. Heads of the department conduct meetings to distribute work loads, allot subjects and plan departmental activities. Time table Committee headed by the Vice-principal draws up a detailed time table, checks clash of subjects and after modification, if needed, displayed it on notice board and uploaded it on the college website. At the onset of the session, the orientation programme is conducted to acquaint students with curricular and co-curricular activities. Extra classes</p>	

are taken for late admission students. Bridge classes are also conducted to fulfil the knowledge gap . Teachers prepare planners semester-wise. New recruits are given orientation regarding teaching. Various webinars, seminars and departmental workshops are conducted as per the curriculum. Internet, computers, LCD projectors and other visual aids are used. There is optimum utilization of Labs for Practical subjects/classes. The college promotes the use of library, additional readings, library period, book donation drive and also provides a book bank facility. Academic and administrative audit of departments is conducted by IQAC to ensure that curriculum is delivered effectively. Proper Feedback is collected from students.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.ptmlsdc.ac.in/public/web_images/307/prospectus_2023-24.pdf">https://www.ptmlsdc.ac.in/public/web_images/307/prospectus_2023-24.pdf</a>

#### 1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college abides by the academic calendar of the affiliating university for admission, teaching-learning schedule, examination, assessment, evaluation, vacations, sports events and youth festival. The college also prepares its own academic calendar comprising celebration of important days & events. College prospectus including academic calendar is uploaded on the college website. Departmental heads supervise the completion of syllabus, practical work, projects, student's seminars, departmental events, competitions and ensures that there is no overlapping. For the enhancement of in-depth knowledge of the students, guest lectures, webinars, seminars and workshops by experts are organized in each semester. For CIE, student's interests, skill levels and language barriers are taken into consideration. Departmental clubs conducted classroom seminars, co-curricular events, intra and inter college competitions to evaluate learning levels of the students. Class tests are conducted twice a month for every class. The Examination committee pre-plans the schedule for the pre-semester tests in each semester. The academic results of the pre-semester tests are evaluated and recorded. Twice a year, Parent-Teacher meet is organized to declare the results and inform parents about the behaviour, class attendance and performance of their wards. College Principal interacts with the students for feedback through 'Vidhyarthi Darbar'.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.ptmlsdc.ac.in/public/web_images/188/academic_calendar_(2023-24).pdf">https://www.ptmlsdc.ac.in/public/web_images/188/academic_calendar_(2023-24).pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## **1.2 - Academic Flexibility**

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

**17**

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)****19**

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year****515**

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**1.3 - Curriculum Enrichment****1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

The development of curriculum is the prerogative of the affiliating university but when it comes to maintaining a healthy environment we do integrate various cross cutting issues through number of extra-curricular activities. At institutional level, various co-curricular activities are conducted by departmental clubs and committees. In Commerce, Professional Ethics are taught in subjects like Insurance, Corporate Governance, Business Communication etc. Institution's Innovation Council and Entrepreneurship club organized various events . In Political Science, students study about universal adult franchise, in Sociology, topic of gender and in Languages many prose and poetry related to gender equality are taught. Various events such as skit, role play, programmes on women, girl child, slogan and poster making are organized in the campus. Under Social Sciences students study the topics on national integration, stress management, national movement, human rights, fundamental duties and sustainability. Students are motivated to enroll in NSS, Youth club,

Red Ribbon and SVEEP programmes which aims at inculcating human values, ethics and socially responsible qualities. The topics of environment and sustainability are taught in Political Science, Commerce, B.Sc medical and Physics. A number of activities such as Plantation Drive, celebration of all important days concerning environment are organized periodically.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

9

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

388



File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

#### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="https://www.ptmlsdc.ac.in/public/web_images/205/igac.pdf">https://www.ptmlsdc.ac.in/public/web_images/205/igac.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.ptmlsdc.ac.in/public/web_images/205/igac.pdf">https://www.ptmlsdc.ac.in/public/web_images/205/igac.pdf</a>

#### TEACHING-LEARNING AND EVALUATION

##### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of students admitted during the year**

443

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

213

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Meetings of the 'Remedial class in-charges' and Advance Learners club' are arranged with the college Principal where-in they are guided accordingly.

### Remedial classes

- After pre-university tests, slow learners are identified and remedial classes are conducted to clarify doubts about difficult topics.
- Easy notes and previous years question papers are discussed.
- Tips for time management, learning and paper presentation are given.
- WhatsApp groups are created where students can discuss their problems.
- Continuous evaluation is done through class tests.

- Students getting compartment in final examinations are given special attention.

#### Strategies for advanced learners:

- After the pre-semester tests, special classes are conducted to help them in securing the university positions.
- They are provided reference material for additional learning.
- Students are encouraged to participate in seminars, workshops, webinars, state and national level Inter-college competitions.
- Extra practical classes are arranged for better understanding of the difficult concepts.
- Extra reading and reference material is being provided to those preparing for competitive exams.
- To boost the confidence among students their academic achievements are highlighted through the social media.
- Special fee concessions and scholarships are also given to them.

File Description	Documents
Paste link for additional information	<a href="https://www.ptmlsdc.ac.in/public/web_images/288/2.2.1_remedial.pdf">https://www.ptmlsdc.ac.in/public/web_images/288/2.2.1_remedial.pdf</a>
Upload any additional information	<a href="#">View File</a>

#### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
993	51

File Description	Documents
Any additional information	<a href="#">View File</a>

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

### Experiential learning

- Add-on programs to increase employability for self
- Well -equipped Laboratories
- Guest lectures organised by all departments
- Project work by Computer and Science departments
- Short term courses and certificate programmes
- Blackboard presentation

### Participative learning

- All departments organise workshops and exhibitions to develop the student's entrepreneurial skills.
- Science laboratories provide an opportunity to Science students to operate apparatus.
- Student's participation is encouraged through NSS camps, Tree plantation drives, training programmes, Nature camps, rallies and Health Awareness camps .
- Talent Hunt is organized every year where students are motivated to participate in all events.
- To gain field work experience students are sent for Internship.
- Students are involved in organising and coordinating various activities, seminars and workshops which develop leadership skills, team spirit and skill of critical thinking.
- Students' participation in sports, inter-college events, Techno-fest, Interactive Programme week, Science fest, Regional level Seminars, Quiz, Essay Writing, Declamation, Debate and Youth festival help to improve their performance in

extracurricular as well as in academics.

- Problem solving methodology:
- Remedial classes are conducted.
- Through Career Counselling Cell, Grievance Redressal committee and Mentor-Mentee interaction students are supported to solve their academic and non-academic issues.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.ptmlsdc.ac.in/public/web_images/288/learning.pdf">https://www.ptmlsdc.ac.in/public/web_images/288/learning.pdf</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

- The College has various ICT tools like projectors, desktops, laptops, photostat machine, smart classrooms and digital library resources.
- Many workshops are arranged to guide the teachers about online apps and portals like INFLIBNET, SWAYAM, DELNET etc. for assessing e-learning resources.
- The College library is partially computerised.
- Faculty members are encouraged to prepare presentations in their respective teaching subjects by using LCDs and projectors. Students are also taught to prepare PPT's for departmental activities.
- Recorded video/ audio lecturers are made available to students for clarity and long-term learning.
- Access for INFLIBNET and DELNET information resources are provided to Post graduate students.

- On-line lectures and various webinars via Zoom, Google Meet, Cisco WebEx Meet, etc. are conducted for students from time to time.
- Various technical events such as poster making, debates, paper presentation, e-card making, power point presentation, Quiz, etc. are being organized with the help of various information communication tools.
- Faculty members use various ICT tools for conducting webinars, workshops, conferences etc. It helps students to develop a practical and realistic approach for effective teaching-learning process.
- Google forms are prepared to take feedback from students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

51

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

51

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

7

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

#### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

##### 2.4.3.1 - Total experience of full-time teachers

7

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college follows guidelines for internal assessment laid down by the university. New students are informed about the assessment and the division of marks. Under the continuous internal evaluation system, monthly class tests twice a month and mid semester exams are conducted during each semester. The answer books are evaluated and shown to the students. Each and every student is given individual attention and guidance by the teacher regarding way of presentation in exams and further improvement. The students are honored for their better performance in academic, sports and extracurricular activities. All the records of attendance in internal examinations, summary of marks is properly maintained by the teachers for academic monitoring. Re-test for absent students is taken. In practical classes student's performance is also being evaluated. Students excelling in academics, sports and extra-curricular activities are given key role in sports team, club/committees and Central Association. Parent Teacher Meet is conducted once in each semester to inform parents about the performance of their wards. An initiative is taken by the college Principal to discuss the problems faced by students in academic and nonacademic areas under the program titled 'Vidyarthi Darbar' in which students' feedback is taken and tips are given.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

- At the college level, an Examination committee, comprising of Registrar and other teaching and non-teaching staff as members is constituted to handle the issues regarding examination and evaluation.
- Eligibility for exams is based on 75% attendance.
- The Date sheet of pre-semester is prepared and displayed, if students have any grievances regarding holidays, any festival or clash in subjects, they can approach Examination committee.
- The Institute has taken additional measures to avoid malpractices during examinations by fixing CCTV in each room.



- Table marking system for evaluation of students answer books is considered.
- Students' leave applications on medical grounds are given due attention.
- Each department prepared a compiled result record and submitted the same to the Examination committee.
- Students' doubts regarding evaluation are given serious consideration.
- The students are free to use a suggestion box regarding internal examination mechanism.
- The registrar and Principal randomly re-check answer sheets and if need arises, forward certain suggestions.
- All examinations related grievances are addressed on priority basis.
- Parent-teacher meeting is organized to familiarize the parents with the academic performance, attendance and behaviour of their ward.
- Separate exams are conducted for late admission students.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.ptmlsdc.ac.in/public/web_images/288/2.5.2_examination.pdf">https://www.ptmlsdc.ac.in/public/web_images/288/2.5.2_examination.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Programme outcomes and course outcomes offered by the institution are uploaded on the website. The university designs the curriculum of the Programmes. The college faculty design the curriculum of self-financed certificate courses and their Programme outcomes. Students are informed about course and programme outcomes through the

orientation programme and via Mentor-Mentee.

- POs and Cos are displayed via social media platforms of the college, on the departmental Notice Boards, library, hostel and student centre's notice board.
- The Vision and mission of the institute are displayed.
- The college has started many self-designed certificate courses and is running seven add-on courses to enhance students' knowledge. Their Programme outcomes are also clearly stated and communicated to the students in regular classes.
- The student assessment provides faculty feedback and benefits in improving the teaching-learning process.
- The Programme outcomes are measured over time by assessing students' performance in activities like NSS, Youth festivals and co-curricular activities.
- The performance of students in university examinations and different internal examinations is a parameter of outcomes assessment.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.ptmlsdc.ac.in/public/web_images/369/2.6_1.pdf">https://www.ptmlsdc.ac.in/public/web_images/369/2.6_1.pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The programme outcomes are measured on the basis of the aggregate results of all courses in a given programme. The College takes care of the attainment to measure the Pos, PSOs and Cos and implements the mechanism as follows

- The Internal Examination Committee analysed evaluation reports of results

- The college authorities prepare a feedback form which helps to measure the attainment of the programme outcomes. Online student feedback system provides information pertaining to the relevance of the course, the availability of which helps the college measure its learning.
- The Placement , Guidance and Career counselling cell took the review of student progress to higher studies and their placements.

Programme Outcomes - contains creating and developing among student aptitude/ skill/ ability/ capacity -

- Employment
- Critical thinking
- Responsible citizens and Leadership qualities
- Awareness regarding Gender Issues
- Women Empowerment
- Inclusive Education

Course outcome

- Knowledge and skill of the subject
- Interest and capacity for research
- Employment opportunities
- Higher education
- Social awareness
- Active participation in NSS and other activities.
- Attainment of Cos are calculated by using university examination results.
- Attainment levels are finalized at college level and conveyed to IQAC.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.ptmlsdc.ac.in/public/web_images/369/po_co_mapping.pdf">https://www.ptmlsdc.ac.in/public/web_images/369/po_co_mapping.pdf</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

275

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://www.ptmlsdc.ac.in/public/web_images/299/annual_report_2023-24.pdf">https://www.ptmlsdc.ac.in/public/web_images/299/annual_report_2023-24.pdf</a>

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[https://www.ptmlsdc.ac.in/public/web\\_images/205/igac.pdf](https://www.ptmlsdc.ac.in/public/web_images/205/igac.pdf)

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

##### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

##### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

### 3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

#### 3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	Nil

## 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Our college has an enriching ecosystem that supports creativity and innovation.

- The College IQAC and Research Promotion Committee bridges the gap between learning and research-related activities by organising workshops/seminars, Training Programmes, Skill and ability enhancement Programmes on Research Methodology and Intellectual Property Rights.
- The College has established an Institution's Innovation Council (IIC) under the aegis of the Ministry of Education Innovation Cell-MHRD to systematically foster the culture of Innovation and nurture students by supporting them to work on new ideas.
- Our college provides various Certificate/Add-on courses to enhance employability opportunities among the students by providing them skill-based training.
- For promoting an entrepreneurial mindset, the institution has an Entrepreneurial Cell that successfully implements the 'Earn while you learn' in collaboration with different departments of the college.
- The college students have attended boot camps organised by IIIT-Noida, Karnavati University- Gujarat, Swami Keshvanand Institute of Technology- Rajasthan etc.
- To give field exposure to students various departments arrange educational, field and industrial visits to places like ITC Ltd. Kapurthala; PAU Centre, Gurdaspur; Sugar Mills; Pushpa Gujral Science City, Kapurthala; All India Radio Station, Jalandhar; GJECI, GNDU, Amritsar etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

6

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

##### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

7

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

##### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in

**national/ international conference proceedings year wise during year**

20

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.4 - Extension Activities**

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Our college organizes and participates in various extension activities with a dual objective of not only sensitizing students about various social issues but also contributing to the community.

- The NSS unit organises various events like 7 day camp, lecture on 'Anti Drug', rally on Human Rights Day, Health checkup camp, awareness programme etc. Important days like Independence Day, International Literacy Day, International Peace Day, Youth Day, etc. are also celebrated.
- Apart from NSS, the Central Association also conducts charitable events like Neki Ki Diwar, Sarthak Diwali and 'Sharing Happiness with Others'.
- The Red Ribbon and Health Club organised District-level program on awareness about HIV/AIDS, drug abuse and blood donation, poster making competitions, seminars on 'AIDS Awareness', 'Menstrual Hygiene', 'Diet and Care during menstruation', lecture on 'Women Health Awareness', and 'Anemia Mukat Bharat Abhiyaan' etc.
- Electoral Literacy Club organised an awareness program on Voting for 2024 elections. 4 booths were also decorated and all facilities were provided to BLOs for smooth functioning of the elections.
- Rotaract Club organised a food donation drive 'Annapurna', celebrated International Day of older persons (IDOP) and fruit/milk distribution drive etc.



Thus, students' participation in collaboration with NGOs contribute in sensitizing society and students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

26

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

36

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### 3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

#### 3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

927

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

14

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

#### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

11

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college comprises six blocks having 22 well-ventilated classrooms to provide ample space for academic activities. Besides this college has 18 laboratories well equipped with equipments and facilities. There is also a separate area of 26 sqft. for further expansion. There are 96 computers allocated for academic purposes, 7 computers in administrative office, 2 in library, 1 each in principal's office and IIC room. The college also has 07 laptops, 1 portable projector and 1 interactive board employed for better teaching-learning outcomes. 10 smart classrooms have been installed in the college. The college has a language lab consisting of 10 computer systems with headphones. Audio-visual aids like OHP, LCD are available in all the departments. The college has one main library with wide range of textbooks, reference books, journals, different encyclopedias and variety of magazines. The college has 20kw solar system, 62kw generator and fire safety system with fire extinguishers. There is NSS room, IQAC room, IIC office, Youth club office, Examination strong room, Recreational room, Student Centre, Sweeper's restroom, Heritage room, 27 open cemented seaters, 41 washrooms and 5 drinking water coolers. For students with special needs there are ramps, a wheelchair and washroom.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college organizes various cultural activities like Youth Festival, Talent hunt, Fashion shows etc. The college has a well-lighted seminar hall(1600sqft) with a portable LCD projector and 3 new ACs which is utilized by district administration and various NGOs for workshops and other co-curricular activities and a student centre (1600sqft) for free periods. There is a generator for power back-up and the fire- fighting setup. Also, an open-air stage has been constructed for arranging convocation, morning assembly and sports events. Lush green lawns are used for cultural activities and festivals. The college provides the best infrastructural facilities to its players. The institute has large open grounds for a volleyball court (16x9m), a Boxing court (16x24feet) and a Basketball court (28x15m). The total area of the Playgrounds measures 1.5 acres. In hostel, there are 33 rooms for students, one guest room, one mess and one dining hall. It provides all modern amenities with an atmosphere conducive for studies. In the sports room, there is an indoor gym facility offering a range of amenities. An open gym with four machines had been installed near hostel. Sports kits are provided to students every year. Yoga and meditation activities are conducted regularly.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

23

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

3551022

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

##### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The college library is supported by ILMS software, E-lib (LMS), an automated Information and Learning Management System (version 2.4), implemented in February 2020. The library boasts 11,839 books, 24 journals, 22 magazines, 285 DVDs, 11 newspapers, an online newsletter "Udaan", and an e-magazine "E-Darpan." It can accommodate 130 students and has 13 bookshelves, 35 cabinets, 3 bag racks, 4 magazine stands, 3 newspaper stands and 1 faculty publication stand. During this session, 349 books have been purchased, and 165 books were donated. A reading room for staff is available, and Wi-Fi with 100mbps bandwidth ensures seamless access. The library is a member of INFLIBNET, providing access to e-resources via NLIST, and of DELNET, offering 1.6 crore e-books, journals, and articles. The faculty is registered on the e-Vidwan portal for academic networking. Open access catalogues allow users to search for

documents by title, author, or publisher. A library committee oversees activities like workshops on DELNET and INFLIBNET. Initiatives like Library Day, book exhibitions, and donation drives promote reading culture. Clubs like BYAS and the Newspaper Club organize book reviews and maintain news clippings as a knowledge source. Stock verification is conducted annually, and library cards are issued to students for borrowing books.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

259887

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for**

online access) (Data for the latest completed academic year)

#### 4.2.4.1 - Number of teachers and students using library per day over last one year

142

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The IT department has set up a campus-wide secure Wi-Fi network that is regularly updated. This network provides 24/7 internet access with 100mbps bandwidth, supported by eight Wi-Fi access points across the campus and hostel. The fiber optic network enhances IT infrastructure, enabling access to email, web applications, and academic projects. Security is ensured with a biometric system and high-definition CCTV cameras, including 20 cameras in classrooms for exam monitoring. The college maintains an updated website to provide stakeholders with timely information. Both students and faculty have access to desktops and laptops. All 10 smart classrooms are equipped with projectors to enhance the learning experience. Teachers use visual presentations and software tools to make learning more interactive. Resources are shared across departments for guest lectures and workshops. These are equipped with Grammarly and antivirus software ensuring smooth operations. A full-time technical expert and lab attendant manage routine computer maintenance, software installations, and networking. The IT department also assists with uploading data to portals like AISHE and NIRF. The administrative block and library are fully computerized, and computer systems in the office, library, Fashion Designing Lab, Language lab, and computer labs are being updated timely.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

96

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

12847926

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The institute prioritizes the upkeep of its infrastructure with a well-structured maintenance system. A 24x7 maintenance supervisor oversees the campus, supported by sweepers and outsourced annual maintenance contracts (AMCs) for fire systems, UPS, water tankcleaning, and drinking water testing. An external agency manages security, while a team, including gardeners, ensures the upkeep of gardens, including a vegetable garden. Computing facilities are



maintained by administrative and computer departments, with annual antivirus renewals ensuring smooth operations. Laboratory attendants manage science labs, ensuring safety in handling equipment and chemicals. The Fashion Designing and Cosmetology departments have periodic equipment checks, while the Home Science lab ensures food safety and nutritional value. A library committee handles infrastructure upgrades and conducts stock verification for resource management. Sports facilities, including courts for volleyball, basketball, and badminton are maintained by respective coaches and the Physical Education Department, with regular equipment upgrades. The campus cleanliness is monitored by the Swachh and Beautification committees, while the Eco Club manages plantation drives and lawn maintenance. Classrooms and common areas are cleaned by support staff, and department heads regularly report maintenance needs. These efforts are complemented by measures like energy conservation and AMCs for electronic gadgets, ensuring a sustainable, well-maintained campus.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

207

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

#### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

331

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills  
Language and communication skills Life skills  
(Yoga, physical fitness, health and hygiene)  
ICT/computing skills**

**A. All of the above**

File Description	Documents
Link to Institutional website	<a href="https://www.ptmlsdc.ac.in/public/web_images/291/5.1_3_capacity_buiding_and_skill_enhancement_initiatives_2023-24_.pdf">https://www.ptmlsdc.ac.in/public/web_images/291/5.1_3_capacity_buiding_and_skill_enhancement_initiatives_2023-24_.pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

756

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

756

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

30

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

91

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

16

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

### 5.3 - Student Participation and Activities

#### 5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

##### 5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

71

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

The college has a well functional Student Council known as Central Association. It is a platform to give students representation in academic, extra - curricular and charitable activities of the

college. Investiture ceremony for various posts like Head girl, Vice head girl, Secretary, Media Ambassador, Discipline Ambassador, Swatch Ambassador and other elected student representatives is organized. After the oath ceremony, all the members of the Central Association are assigned duties according to their post. They perform discipline duties in their free lectures. The class representatives bring forward the views and suggestions of the class with respect to the faculty, subjects, syllabus, timetable and other academic and non-academic issues. In order to ensure fair representation to students, they are designated as President, Secretary and members of different clubs and committees formed such as: Wall Magazine club, Patriotic club, Electoral literacy club, Eco club, Jigyasa- quiz club, Library committee, Science club, Social Sciences club, Sports club, Open Mike club, Enactus club, IT club, Motivational corner, Entrepreneurial Activities, BYAS (Books You and Silence), Newspaper club, SD Swatch committee, Save Energy club, Anti- Ragging cell, Hostel committee, Youth club, Rotaract club, NSS, Environment Association and Green club, Red Ribbon and Red Cross Society etc.

File Description	Documents
Paste link for additional information	<a href="https://www.ptmlsdc.ac.in/public/web_images/356/5.3.2_activities_of_central_association_2023-24_.docx.pdf">https://www.ptmlsdc.ac.in/public/web_images/356/5.3.2_activities_of_central_association_2023-24_.docx.pdf</a>
Upload any additional information	<a href="#">View File</a>

### **5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

#### **5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

52

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

#### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The SD Women Alumni Association (SDWAA), officially registered on July 20, 2021, but actively working since 2001, is dedicated to foster connections among alumni and enhance their engagement with the college. The association registers alumni, offers memberships, and collects structured feedback, which is analyzed by the IQAC to drive continuous improvements.

Notable events of Alumni Association during the year 2023-24:

- Successful "SD Alumni Exposition," featuring diverse stalls and activities offering a wide range of games, handicrafts, fashionable garments, cosmetics, delectable food, and even exquisite handmade jewellery and Technopandit was organised.
- An inspiring session was organised with Ms. Priya, who shared her journey in the makeup industry.
- The Alumni Meet organised on 17th April 2024 highlighted creative talents through an exhibition by the Fashion Designing, Home Science, and Fine Arts Departments.
- A summer clothing exhibition by alumna Sakshi Sharma featuring vibrant and comfortable summer dresses was organised.
- A workshop on Income Tax and E-filing led by CA Heena Mahajan was organized
- During the year, the college got financial support of Rs. 43750/- through alumni fund.
- 63 books were donated in the college library by the Alumni.

File Description	Documents
Paste link for additional information	<a href="https://www.ptmlsdc.ac.in/campus/alumni-activities/">https://www.ptmlsdc.ac.in/campus/alumni-activities/</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

**E. <1Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The college established in 1995 upholds its existence through the vision 'To emerge as a premier institution to empower women through holistic education.' Initiatives are taken to organize co-curricular activities to engage students through planned governance.

The mission of the college is 'To disseminate knowledge that nurtures students to meet the highest standards of competence and professionalism along with grounding them firmly in a sound value system.' The College Management ensures that the policies of the institution are in line with the vision and mission. Our focus is to develop intellectual, emotional and pragmatic capabilities of our students. With the changing needs of the present society and the New Education Policy, the college offers a wide range of courses in Arts, Commerce, Science, Computers and Fashion designing both at UG and PG level. Various skill development courses are also available. Technology is seamlessly integrated into the learning process, empowering students to leverage the latest tools and resources to explore, create, and innovate. This college embraces the same values and considers education a sacred field, where every faculty, staff and management committee member imbibe and imparts a socially responsible attitude to life. The student-centric academic structure aims at the overall development of the students.



File Description	Documents
Paste link for additional information	<a href="https://www.ptmlsdc.ac.in/public/web_images/4/vision_mission_latest.pdf">https://www.ptmlsdc.ac.in/public/web_images/4/vision_mission_latest.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution's success is the result of the teamwork and dedication of the Management, the Principal, staff, students, alumni and all stakeholders. The governing body of the college consisting President, General Secretary, Finance Secretary, Principal and two staff representatives constantly reviews governing policies to achieve organisational goals. In management meetings approval is given to Budgetary provisions and monthly requirement. It endeavours freedom to Principal in decision making. The principal is the administrative and academic head followed by Vice Principal, IQAC Coordinator, Dean College Development, NAAC Coordinator, Dean ECAs, Registrar, Bursar, Office Superintendent and administrative staff for smooth functioning in admission, organizing cultural activities, conduct of examination, accounts, record keeping and maintenance etc.

- The institution formed committees to devise plans and strategize academic, cultural and socially relevant value-based activities. All significant decisions related to college administration staff & students are taken through management & college committees.
- The heads of the departments are given full autonomy to arrange meetings, allocate time and organize departmental activities. Regular meetings are convened amongst the management, principal and staff. Thus, the sense of involvement and responsibility is created among all staff members resulting in efficient administration of the college. Students are also involved for arranging various activities.

File Description	Documents
Paste link for additional information	<a href="https://www.ptmlsdc.ac.in/public/web_images/292/organogram.pdf">https://www.ptmlsdc.ac.in/public/web_images/292/organogram.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Over the past 28 years, the college has shown tremendous growth. To meet the NEP 2020 the college has adopted a 'student centric approach' and innovative teaching-learning methods. Besides academics, the institute offers a plethora of extracurricular activities and community service opportunities, encouraging students to develop leadership skills, pursue their passions and make a positive impact on the world around them.

The salient features of the strategic plan are:

- Encouraging students for Innovation & startup initiatives.
- Signing MOUs with various industries for training and inviting experts for interactive sessions.
- Organizing Workshops, Seminars, Guest lectures and FDPs.
- Introducing Certificate/Value Added Courses.
- Industrial and Field Visits to promote experiential and participative learning.
- Outreach Programmes in collaboration with NGOs.
- Purchase of Laboratory Equipment, Laboratory Accessories/Tools and softwares.
- Training of non-teaching and support staff.
- Promoting research culture.
- Expanding ICT tools to support teaching & learning.

The Implementation of these plans have yielded:

- The college has Institution's Innovation Cell (IIC) which undertook quarter wise activities as per directions of MOE, Govt. of India.
- Number of faculty members pursuing doctoral program has increased.
- The college has signed MOUs and working actively through Linkages.
- Various outreach programmes have been organised to stimulate self-reliance and leadership qualities among the students.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.ptmlsdc.ac.in/campus/institutional-development-plan-atr/">https://www.ptmlsdc.ac.in/campus/institutional-development-plan-atr/</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The college has a well- structured administrative and academic hierarchical setup to consistently improve the quality of education. All important decisions of the college are guided by GGSDS Society, Chandigarh which constantly remains in touch with principal to take policy decisions regarding academic, finance, administration and infrastructure developments. Management's periodical visits and interaction with staff enhances leadership role. Governing body meets are held regularly to review progress of the college. Principal, teaching and non-teaching staff ensures efficient progression of the College with regard to academic and quality initiatives. Principal sends monthly report and requirement to society office. Heads of the departments have the major responsibility of planning and executing various activities. Notices regarding various events, examinations, scholarships, government schemes are issued by administrative office from time to time. Service, Procedures and Appointment rules are followed as per GNDU,

Punjab govt. and UGC norms. For recruitment of the staff advertisements are given and university guidelines are followed. Annual increments are also given. The IQAC of college is responsible for implementation of all quality initiatives required for institutional functioning. The institution has various clubs, committees and associations for effective functioning of the organization and offer a healthy platform for students to showcase their talent.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	<a href="https://www.ptmlsdc.ac.in/public/web_images/292/organogram.pdf">https://www.ptmlsdc.ac.in/public/web_images/292/organogram.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The college adopts various welfare measures for teaching Staff.

- Casual leave, duty leave and compensatory leave
- Study leaves for Ph.D., UGC NET and other examinations

- Incentives and duty leave to attend FDP, Workshops, Conferences, etc
- Diwali gift
- Financial aid for participation in seminars, workshops, conferences etc
- Staff tour
- Free Wi-Fi
- Employee Provident Fund
- Open Gym and accommodation facility
- Group insurance
- Free education and Fee concession for wards
- Medical Facility and Health Centre during working hours
- Transportation facility
- Beauty and wellness services at the subsidized rates
- Well furnished staffroom laced with modern amenities with a full-time caretaker

**Welfare Measures for Non-teaching Staff: -**

- Casual leave, duty leave and compensatory leave
- Diwali gift
- Employee Provident Fund,ESI
- Staff tour
- Free Wi-Fi
- Open Gym, Accommodation facility and monetary benefits
- College uniform to the supportive staff

- Neki Ki Diwar twice a year to help support staff
- Loan facility available
- Financial help by faculty in addition to the contribution by college
- Group insurance
- Gifts to Support Staff on labour day
- Beauty and wellness services at the subsidized rates
- Medical Facility and Health Centre during working hours
- Transportation facility for local and outstation assignments

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

#### 6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

14

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

#### 6.3.3.1 - Total number of professional development /administrative training Programmes

**organized by the institution for teaching and non teaching staff during the year**

5

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)****6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

13

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

**6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff**

The performance of teachers is appraised on criteria of participation in teaching- learning, evaluation, professional development, co-curricular activities, extension activities,

research activities, academic contribution and research publication. This is done at two levels: the level of teaching staff and the level of non-teaching staff. At the end of the academic session, it is mandatory for each faculty member to fill Self Appraisal Form which enlists her teaching performance, academic achievements and contribution in co-curricular activities. These forms are submitted to the Internal Quality Assurance Cell which after a thorough examination of the same, gives recommendations to the principal who gives her remarks and take decisions accordingly. The appreciation letter and recognition are given to the better performing employees. Annual increments and promotion to next grades are given as the conditions permit. Student feedback on teaching - learning and evaluation is initiated by IQAC every year. This helps to evaluate the performance of each teacher by students. The performance of the non-teaching staff is also assessed to analyses their competence, participation and performance for the development of the Institution. Principal analyses the performance of teaching and non-teaching staff and recommends for promotion and incentives.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution is self-financed. It maintains and follows a well-planned process for the mobilization of funds and resources. The student tuition fee is the major source of income for the institution. Sponsorships are sought from individuals and NGOs for cultural events. Income expenditure report is also maintained regularly. Cheques are prepared according to proper bills and signed by authorised signatory. An accounts wing has been constituted to monitor the optimum utilization of funds for various recurring and nonrecurring expenses. The office superintendent seeks quotations from vendors for purchase of equipments, computers, books, etc. She also updates financial status to the society office.

We have our internal audit mechanism in addition to the external auditors to verify and certify the entire income and expenditure at the end of financial year. The bursar supervises the financial



aspects of the college and a team constituted by the principal checks the physical stock. External auditing is done once in a year by a Chartered Accountant appointed by GGSDS College society, Chandigarh. After clarifying and correcting, hearing and setting the omissions or errors the consolidated audit report is given by the external agency.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

68600

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college is a self-financed institution affiliated to Guru Nanak Dev University, Amritsar. College generates funds through various sources including fees from students, contributions from Philanthropists, teachers, alumni, funding of extension activities by NGO's, bank interests, canteen etc. Fee charges from Skill Development courses are utilized for remuneration and infrastructure development.

The institution prepares a budgetary plan in the beginning of the session. Budgets estimates are reviewed & finalized by management. Monthly requirement is sent to GGSDS Society. Once it sanctions the amount then expenditures are planned accordingly. As and when urgent requirements arise it is given after sanctioned received from Head

office. Monthly statement of income and expenditure is sent regularly to society. Bursar checks bills and other relevant documents after these are duly verified by the Superintendent accounts.

The institution monitors the effective usage of available financial resources for the infrastructure development, salary, arranging PDPs, guest lectures, training and sports events. The institute adheres to the utilization of budget approved for establishment expenditure and other recurring/ non-recurring expenditure. The quotations are invited and after the negotiations the purchase order is placed. The bill payments are passed after verification of items through cheques and online payments.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC is designed to monitor and enhance the quality, to foster continuous improvement and driving academic excellence. It finalized the action plans of AQAR, ensured its implementation, reviewed its progress and drafted the action plan for the next year. The following are the significant contributions made by IQAC: -

- IQAC organizes orientation programmes, bridge classes, remedial classes, seminars, guest lectures, workshops and feedback sessions to enhance learning outcomes.
- It encourages faculty to engage in research activities and provides support for publishing their work.
- IQAC initiates cultural, sports, co-curricular activities and career counselling programs to support students. It takes initiatives to enhance their life skills, language and ICT skills.
- Feedback is actively collected from all stakeholders—students, faculty, and alumni—to ensure participative decision-making and continuous improvement in institutional governance.

- The institution fosters a culture of sustainability by organizing environmental awareness campaigns and implementing eco-friendly practices, such as waste management and energy conservation.
- The IQAC had led the formulation of policies such as Environment policy, anti-ragging policy, IT policy, Research policy and Student grievance redressal policy for effective institutional functioning.
- Academic and Administration Audit is conducted every year to evaluate, confirm and verify academic and administration process as per standard operating procedures.

File Description	Documents
Paste link for additional information	<a href="https://www.ptmlsdc.ac.in/public/web_images/204/iqac_minutes_of_meeting_2023-24.pdf">https://www.ptmlsdc.ac.in/public/web_images/204/iqac_minutes_of_meeting_2023-24.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

- The IQAC continuously reviews and takes steps to improve the quality of the teaching- learning process.
- Departmental meetings are regularly held to motivate faculty to make need-based changes in the teaching pedagogy.
- Admission to various programmes, summer/winter vacations, examination schedule and declaration of results are notified in the Academic Calendar.
- HODs apprised the students about the time - table, programme structure, and syllabi of the courses, evaluation process, various co-circular activities, discipline and culture of college in orientation programs.
- Important announcements are made in the morning assembly.

- The attendance and conduct of classes are monitored regularly.
- WhatsApp groups have been created for sharing important information with students.
- Student Council meets are regularly conducted with students to take feedback.
- Feedback from students is also taken individually by teachers for their respective courses.
- Continuous evaluation is done through examination, class test and remedial/ advance learners are identified.
- IQAC review and check on procedures and methodologies that are followed by the departments to ensure effective curriculum delivery.
- Various industry linkages and MOUs are signed with industry partners to strengthen industry academic-interaction.
- It is ensured that regular workshops, seminars, guest lectures, internships and field visits are arranged for providing hands on experience and practical knowledge.

File Description	Documents
Paste link for additional information	<a href="https://www.ptmlsdc.ac.in/campus/institutional-development-plan-atr/">https://www.ptmlsdc.ac.in/campus/institutional-development-plan-atr/</a>
Upload any additional information	<a href="#">View File</a>

<p><b>6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</b></p>	<p><b>A. All of the above</b></p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.ptmlsdc.ac.in/public/web_images/299/annual_report_2023-24.pdf">https://www.ptmlsdc.ac.in/public/web_images/299/annual_report_2023-24.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

#### 7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

**Response:** The institution shows gender sensitivity through various initiatives for creating healthy atmosphere.

#### Safety and Security measures:

- 24x7 security in the campus
- Visitor's log register
- CCTV cameras in the campus and hostel
- ID card checking at gate

#### Common room and physical facilities

- Student's Center
- First Aid box and medical room
- Gym for girls
- Sanitary napkin vending machine and incinerator

#### Counseling

- Women cell and Prevention of Sexual Harassment cell, Anti-Ragging cell and Students Grievances Redressal committee
- Suggestion box for the students
- Sensitization through subject teachers of Sociology, Psychology and Drug Abuse

**Awareness Programmes**

- Lecture on 'Women Health Awareness'
- Celebration of 'International Women's Day'
- Celebration of 'Dhiyaan di Lohri'
- Lecture on 'Creating awareness about HIV/AIDS'
- Awareness program on 'PoSHAct 2013'
- Workshops and guest lectures on 'Yoga and Meditation', 'Self-Defense', 'Diet and Care during Menstruation', 'Menstrual Hygiene', 'Nutritional Diet and Yoga', 'Anemia Mukat Bharat Abhiyaan' and 'Yoga for Women Empowerment'
- Inter- School Awareness Programme and competitions on the theme 'Beti Bachao Beti Padao'
- Awareness programmes on 'World AIDS Day'
- Health checkup and Blood donation camps

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.ptmlsdc.ac.in/public/web_images/293/annual_gender_plan_2023-24.pdf">https://www.ptmlsdc.ac.in/public/web_images/293/annual_gender_plan_2023-24.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://www.ptmlsdc.ac.in/public/web_images/293/7.1_1_specific_facilities_geotagged_photographs_.pdf">https://www.ptmlsdc.ac.in/public/web_images/293/7.1_1_specific_facilities_geotagged_photographs_.pdf</a>

<b>7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment</b>	<b>B. Any 3 of the above</b>
<b>File Description</b>	<b>Documents</b>
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
<p>7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management</p>	
<p>The Eco Club, NSS and S.D Swachh Committee follows effective waste management practices by organizing workshops and awareness programmes</p> <p><b>Solid waste management:</b></p> <p>Solid waste (separated as biodegradable and non-biodegradable) is appropriately disposed off through Municipal Committee. At regular periods, paper trash and Furniture waste is sold to authorized vendors. For collection of waste floor wise bins in class rooms and campus have been arranged. All the biodegradable waste collected from botanical garden and hostel kitchen is decomposed in vermicomposting units to prepare manure. Surplus manure is sold to faculty members.</p> <p><b>Liquid waste management:</b></p> <p>Regular maintenance is kept of taps, drainage and water pipelines. The internal sewage system is connected to the sewage line which safely disposes off liquid waste.</p> <p><b>Hazardous chemicals waste management:</b></p> <p>Waste chemicals in the laboratories are disposed off by dissolving them in water. Used chemicals and broken glassware are thrown in blue and yellow bins. Blue bins are used for dumping non-reactive chemicals and yellow bins for tubes, bulbs, gloves and pipettes.</p> <p><b>E-waste management:</b></p>	

There is Scrap Disposal committee and IT Club to manage the e-waste in college. It keeps record of all e-waste and ensures timely disposal.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>



**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following**  
**1.Green audit 2. Energy audit**  
**3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**A. Any 4 or all of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The College believes in the equality of all cultures and traditions. Students from different castes, religions and regions are getting education without discrimination.

- The college caters to students from Punjab, Himachal Pradesh and Jammu and Kashmir.
- Three language formula is adopted for teaching. The institute focuses on value-based education and emphasizes secular ethos.
- Morning Assembly include Gayatri Mantra, Shabad, Bhajan, Mool Mantra, National Song, National Anthem and News reading.
- Walls outside college are painted with the slogans of Sudha Krishnamurthi, Mahatma Gandhi, APJ Abdul Kalam and Kautliya.
- Frequent visits are arranged for students to religious and cultural places of historical importance, such as Pandori Dham, Gurudwara Kand Sahib, Achaleshewar Dham, Takht-i-Akbari and Virasat-e-Khalsa.
- The college celebrates all festivals including Navratras, Mahashivratri, Kabir Jayanti, Maharishi Valmiki Jayanti, Birthday of Guru Ravidas, Baba Lal Dyal, Diwali, Lohri, Birth and Martyrdom days of various Saints and Gurus.
- The college organized a live telecast of 'Pran Pratishtha' ceremony of Shri Ram Lalla ji in Ayodhya for the students.
- Special projects like 'Neki Ki Deewar', 'Samvedna', 'Arpit', and 'Sharing happiness with others' are undertaken to help underprivileged sections of society.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

- The campus has displayed boards featuring vision/mission of the college, Fundamental Duties, the National Song, the National Anthem and inspirational quotes of great thinkers and saints.
- Legal Awareness Club, Patriotic Club and Electoral Literacy Club have organized activities to celebrate commemorative days highlighting struggle of freedom fighters, Viksit Bharat, SVEEP, importance of Indian Constitution, Homage to the Heroes of the Battle of Trimmupattan, 1857, G-20 and Legal Services camp.
- Value Added course on 'Holistic Approach to Mental and Physical Well Being' was started for students.
- Human Rights Day, National Integration Day, Voters' Day, Ambedkar Jayanti and Constitutional Day are celebrated to apprise the students about their constitutional values.
- The college organized expert lectures on 'Voting Awareness', 'Reviving Indian values and traditions', Ethical Education and conducted Moral Education test.
- Our participation in district level Republic Day and Independence Day parades is regular.
- Celebrated Independence Day under the theme 'Meri Maati Mera Desh'. Events like Slogan writing competition, Creative corner, Panch Pran Pledge, District Level Giddha 'Sur Sangam' and Selfie corner are held.
- 'Patriotic week celebration' is regular feature in the month

of January (23rd Jan-30th Jan). Guest lectures, essay writing competitions, documentaries are arranged to remember our freedom fighters.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://www.ptmlsdc.ac.in/public/web_images/293/7.1_9_activity_report_1.pdf">https://www.ptmlsdc.ac.in/public/web_images/293/7.1_9_activity_report_1.pdf</a>
Any other relevant information	<a href="https://www.ptmlsdc.ac.in/public/web_images/293/7.1_9_other_relevant_document.pdf">https://www.ptmlsdc.ac.in/public/web_images/293/7.1_9_other_relevant_document.pdf</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

**A. All of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals**

To make the students aware of the national pride and rich cultural heritage Social Sciences Club, Youth Club , Eco club, Language Society, Patriotic Club, Heritage Promotion Committee and Red Ribbon Club celebrated the national and international commemorative days

regularly in the campus such as World Environment Day, World Water Day, World Literature Day, International Language Day, International Women Day, International Yoga Day, World AIDS Day, World Health Day, World No Tobacco Day, Labour Day, Independence Day, Republic Day, National Voters Day, National Education Day, National Unity Day, National Science Day, National Youth Day, Punjab Day, Birth Anniversary of Mahatma Gandhi, Birth Anniversary of Neta Ji Subhash Chander Bose, Lala Lajpat Rai, Martyrdom Day of Bhagat Singh Ji, S. Kartar Singh Sarabha, Birth and Death Anniversary of Dr. B.R. Ambedkar, Guru Ravi Das Ji, Martyrdom Day of Shri Guru Arjan Dev Ji, Shri Guru Gobind Singh ji, Birth Anniversary of Shri Guru Teg Bahadur ji, Banda Bahadur ji, Guru Nanak Dev Ji, Van Mahotsav, Lohri, Basant Panchami, Shivratri, Baisakhi, Ganesh Chaturthi, Nirjala Ekadashi, Dussehra, Ram Naomi, Diwali, Christmas. Local festivals such as 'Babe da Viah', 'Chabeel' and Bawa Lal Dayal's birth anniversary are also celebrated.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### Best Practice I - Engaged Learning

The college is dedicated to inspiring and supporting students in their entrepreneurial endeavors while developing skills that align with current job market needs, in accordance with the National Education Policy (NEP) 2020. Under the guidance of the Internal Quality Assurance Cell (IQAC), the college has launched various skill development initiatives to promote self-employment and enhance students' job market competitiveness. These programs include skill enhancement workshops, interactive sessions, training, internships, and certificate courses designed to build students' entrepreneurial abilities, personality, and language skills. Collaborations with departments and clubs like the Innovation and Entrepreneurship Cell (IIC) and Fashion Designing, Fine Arts and Home Science departments have facilitated workshops, earn-while-learn exhibitions, and field

excursions to bridge the gap between academic learning and real-world application.

## Best Practice II

### Eco-sustainable green campus

Our institution is deeply committed to environmental protection and has been a trailblazer in implementing green practices, aiming to create a harmonious and eco-conscious learning environment. Through the active participation of students and faculty members, the institute has successfully launched various green campus initiatives with a multifaceted approach. These initiatives focus on environmental preservation, water conservation, and optimal energy resource management within the campus premises. By promoting eco-sustainable practices and responsible resource usage, the institution strives to educate students about sustainability while fostering a healthy environment. Energy, Green and Environment audits are conducted to assess progress and identify areas for improvement.

File Description	Documents
Best practices in the Institutional website	<a href="https://www.ptmlsdc.ac.in/public/web_images/207/best_practice_2023-24.pdf">https://www.ptmlsdc.ac.in/public/web_images/207/best_practice_2023-24.pdf</a>
Any other relevant information	<a href="https://www.ptmlsdc.ac.in/public/web_images/293/proofs_of_best_practice_1,_ii_(1).pdf">https://www.ptmlsdc.ac.in/public/web_images/293/proofs_of_best_practice_1,_ii_(1).pdf</a>

## 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

### Altruism Drive

We all do believe that community service is a fundamental aspect of our ethos deeply rooted in Indian culture. In our Punjabi culture and Sikh Guru's philosophy, there is a message of 'Sewa' means selfless service without any reward or personal gain.

The Altruism drive is to inculcate the spirit of volunteerism among the students through community interaction and to empower women with sound value system. To keep the spiritual and humanitarian flag high have always been the part of college working.

**Different initiatives by Clubs and Committees:**

- Charity and donations done under various projects and on commemorative days:
  - 'Labour Day'
  - 'Sharing Happiness with Others'
  - 'Samvedna'
  - 'Neki Ki Diwar'
  - 'ARPIT and PRAYAS'
  - 'Disabled Day'
  - 'Mahashivaratri'
- Health Checkups:
  - Blood checkup
  - Blood donation camp
- Rallies and 'Sewa':
  - Jal sewa
  - Rally for 'Youth for Better Environment'
  - Swachh Bharat campaign
- Student Welfare
  - Books given to needy students
  - Fee concessions

**Evidence of Success:**

- Our student volunteers organized various activities to aware villagers on several social and economic issues.
- It developed a sense of social and civic responsibilities among our students.
- Students believed in 'sharing and caring'.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.3.2 - Plan of action for the next academic year**

- To introduce more multidisciplinary courses in alignment with NEP 2020 and introduce vocational and skill-based programs in emerging areas.
- To organize more awareness programs and workshops on gender equity.
- Promote sustainable practices and social responsibility by conducting community outreach programs in collaboration with the local administration and NGOs.
- Conduct energy and green audits regularly as part of the National Mission for Green India.
- Continue with plantation drives and expand the herbal garden initiative, in alignment with Swachh Bharat Mission, to promote environmental consciousness.
- Expansion of organic kitchen garden, herbal garden, botanical garden and mushroom farming activities.
- Incorporate NPTEL and MOOCs (Massive Open Online Courses) as part of the academic curriculum.
- To organize more workshops on intellectual property rights (IPR), Research methodologies and entrepreneurship for students and faculty under MSME, MOE Govt. of India.
- Use resources from the PMKVY and expand short-term courses, especially those aligned with Skill India Mission, focusing on employability, skills and entrepreneurship.
- Strengthen MOUs with industries under the Industry- Academia Collaboration to promote internships and practical training programs.
- Participate in Viksat Bharat and Unnat Bharat Abhiyan to engage students and faculty in rural development projects, focusing on education drives, health camps, and environmental conservation.
- Strengthen alumni networks for scholarships, sponsorships, and community-driven initiatives that can aid in the overall development of the institution